

TOWN OF NEEDHAM ACTING PAY POLICY #502

I. PURPOSE AND SCOPE

The purpose of this policy is to outline the circumstances under which an employee may be compensated for work performed at a higher level in the absence of an incumbent, and to establish procedures for granting such pay.

II. APPLICABILITY

This policy applies to all full-time and permanent part-time employees in Town service excluding those employees under the supervision and control of the School Committee and the Trustees of the Glover Memorial Hospital. Employees whose employment is regulated by the Civil Service law or by collective bargaining agreement are subject only to those portions of this policy which are not specifically governed by law or agreement.

III. DEFINITIONS

Refer to the Glossary of Terms in the Personnel Policy manual for commonly used words and phrases.

IV. POLICY

It is the policy of the Town of Needham to compensate an employee for assuming, on a temporary basis, some or all of the duties of another position from which an incumbent is absent, when all of the following conditions have been met:

- A. The employee is assigned by the appointing authority to perform a majority of the significant duties of a budgeted, higher paid position from which an incumbent is absent;
- B. The duties of the higher paid position are assigned to, and performed by, the designated employee for fifteen (15) or more consecutive work days; and
- C. The assignment is approved in advance by the Personnel Director, and may be appealed to the Personnel Board.

V. PROCEDURES

- A. Employees who perform the duties of a higher paid position under the above provisions shall receive acting pay beginning on, or retroactive to, the first day of the assignment.

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- B. Employees shall be paid acting pay at the first step of the compensation grade of the position being filled, or that rate which is at least one step (3.6%) above the employee's current pay. In no case shall an employee receive a salary greater than the top step of the salary range of the higher classification.
- C. Acting pay shall not be requested by the appointing authority if the departmental budget has insufficient appropriation to meet the expense.
- D. Acting pay may be requested by the appointing authority for absence due to termination or extended leave, whether paid or unpaid, if sufficient appropriation exists. If insufficient appropriation exists, the appointing authority must exercise one of the following options:
 - 1. distribute the responsibilities evenly among several employees; or
 - 2. assume the majority of the responsibilities him/her/themselves.
- E. Except in exceptional circumstances, acting pay shall not be authorized for employees in grades 11 and below to assume the responsibilities of vacant management positions.
- F. Acting pay may be authorized by the appointing authority for partial absences when the incumbent of the higher paid position is absent from his/her position for more than 50% of his/her regularly scheduled hours for more than fifteen (15) working days.
- G. In the case of partial acting pay, the employee shall be compensated at the authorized higher rate only for that portion of regularly scheduled hours that the incumbent of the higher paid position is absent.
- H. Acting pay shall not apply to any paid leave taken or accrued during the assignment.

Effective: February 15, 1994